

Uncover the Leader Within!



BSB40520 Certificate IV in Leadership and Management

Certificate IV in Leadership and Management will give you the knowledge and skills to enable you to lead teams to perform tasks and duties to the standard expected in all industries.

Australian Businesses are looking for people to strive, people who can lead others, to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesis information from a variety of sources.

Who can enrol in this qualification

This qualification is suitable for those Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

Roles may include:

- Team Leaders,
- Operational Managers,
- Supervisors,
- Experienced Operators in their Industry,
- Senior Management

What you will need?

A computer with webcam, an internet connection, pen, small notepad, Government Issued Photo ID

****USI - Unique Student Identifier is a Commonwealth Gov't Reference, available from www.usi.gov.au**

Entry Requirements

There are no prerequisites exist for this qualification, however it is preferred that students:

- At least 18 Years of age
- Obtain a Unique Student Identifier (USI)
- Have basic computer knowledge
- Have sound language and literacy skills (at least Year 12 English, or equivalent)
- A Certificate III Level qualification OR Industry experience

Delivery Modes

Flexible delivery – Choose either weekly or fortnightly face to face sessions via the web. Choose your own pace to complete your study, typically 6 to 12 months.

Expected Study Hours: are approximately 10 hours per week for 12-month completion time, however you may complete your course faster if you'd like!

Assessment

Assessment Methods: a combination of

- written questions,
- case studies,
- projects to give you maximum opportunity to develop your knowledge in leadership and management

Completion

On successful completion participants will be issued: BSB40520 Certificate IV in Leadership and Management (Typically within 7-14 days, but may vary)

Call the experts today!
1300 909 402

www.executivetraining.com.au



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Cost: This Training is predominantly done in the workplace and is flexible around the employers needs in accordance with Government Traineeship requirements.

Course Structure

The BSB40520 Certificate IV in Leadership and Management requires 12 units of competency:

Core Units

- **BSBLDR411** Demonstrate leadership in the workplace
- **BSBLDR413** Lead effective workplace relationships
- **BSBOPS402** Coordinate business operational plans
- **BSBXCM401** Apply communication strategies in the workplace
- **BSBXTW401** Lead and facilitate a team

ELECTIVES (Choose 7)

- **BSBLDR412** Communicate effectively as a workplace leader
- **BSBOPS403** Apply business risk management processes
- **BSBSTR502** Facilitate continuous improvement
- **BSBTWK401** Build and maintain business relationships
- **BSBCMM411** Make presentations
- **BSBOPS404** Implement customer service strategies
- **BSBSTR401** Promote innovation in team environments

Why choose Executive Training Group?

ETG is an accredited Registered Training Organisation delivering Nationally Recognised qualifications for licensing outcomes for 21 years to thousands of students. We do what we train!

COURSE INFORMATION:

Dates: (first day) (Last day) WEEK DAYS ONLY

Training Times: To

LOCATION: Advised on enrolment DRESS CODE: Neat & Casual. No Singlets or Thongs

FIRST DAY: Please arrive approximately 1/2 hour early to complete any outstanding paperwork.

Don't wait book your place now!

ETG trainers impart their expertise, skills and knowledge to you, so you are fully prepared to progress within your industry. Intakes generally start the 1st week of each month, be sure to enrol early to secure your place.

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